



COMMUNITY DEVELOPMENT DIVISION

FREDERICK COUNTY, MARYLAND

Office of Life Safety

30 North Market Street • Frederick, Maryland 21701

PHONE (301) 600-3463 • FAX (301) 600-2309 • TTY: USE MD RELAY SERVICE

INSPECTION PROCEDURE

NON-RESIDENTIAL - NO Change of Use and NO Construction Only

An occupancy inspection is required by an Office of Life Safety Inspector in order to receive a Certificate of Occupancy. Please note that no other inspections from Permits & Inspections are required when no construction is involved.

The following items are the major things that will be inspected and/or tested at the time of the occupancy inspection (if applicable):

- Emergency lighting, exit signs & means of egress (check to see that there are no blocked exits, that proper hardware is installed on doors, etc.).
- Fire extinguisher type, locations & service date.
- Fire protection, detection & suppression systems (if installed) – verify that sprinkler, fire alarm, kitchen hood systems are functional and have been serviced.
- Knox-Box for Emergency Response Access.
- Building address posted properly.
- General evaluation of Life Safety issues as they relate to the requested occupancy and any issues as indicated on the permit approval or plan review.

Requirements and guidelines for the above items as well as other general information and details can be found on our web page at www.FrederickCountyMD.gov/ols.

Please also review the approval comments as found in your approved building permit packet. If there should be any questions, please feel free to contact a plan reviewer concerning these or any other issues at 301-600-1643 or 301-600-1943.

The most referred to adopted codes and standards are:

- Annotated Code of Maryland COMAR 29.06.01: January 1, 2013
- IBC (International Building Code, 2012 Edition w/amendments
- NFPA 101 (National Fire Protection Assoc.) Life Safety Code, 2012 Edition
- NFPA 1, Fire Code, 2012 Edition

To schedule your occupancy inspection, please call the inspection voice mailbox @ 301-600-1090. Please have your Building Permit A/P# ready when you call for your inspection.